

*C I T Y   O F   W I L M I N G T O N*

*I N T E R D E P A R T M E N T A L   M E M O R A N D U M*

**DATE:** July 5, 2013

**TO:** Technical Review Committee Members

**FROM:** Ron Satterfield, Planning Manager

**RE: Discussion by T.R.C. on: July 18, 2013**

The enclosed items are forwarded for your information and review with the request that comments be made at a TRC staff meeting scheduled for **Thursday, July 18, 2013 at 8:30 a.m.** in the Planning conference room located on the left side of the 4<sup>th</sup> floor at 305 Chestnut Street.

**8:30 a.m. Embassy Suites Hotel (2013028)** This is a ***FIRST REVIEW*** for a 186-room hotel on 0.80 acre at 6 Convention Center Drive. The property is zoned CBD, Central Business District. The planner is Jeff Walton ([jeff.walton@wilmingtonnc.gov](mailto:jeff.walton@wilmingtonnc.gov)) 910-341-3260. The project engineer is Denise L. Freund, P.E. ([dfreund@wkdickson.com](mailto:dfreund@wkdickson.com)) 910-762-4200.

<http://protrak.wilmingtonnc.gov/Plans/List.aspx?ProjectId=2480>